



## JOB DESCRIPTION

Title: **ASSISTANT LIBRARY DIRECTOR**  
Department: Library  
Class Code: 1902  
FLSA Status: Exempt  
Effective Date: September 27, 2004  
Grade Number: 25

### GENERAL PURPOSE

Under the general supervision and direction of the Library Director, performs professional and administrative duties in planning, implementing, directing, and evaluating of library services in Murray City. Supervises selected staff in service areas such as Technical Services, Information Services, Network Services, or Circulation.

### EXAMPLE OF DUTIES

- \*-- Administers the library's Integrated Library System (ILS), public access to the Internet, library website, and online services unique to the library.
- \*-- Serves as the primary liaison between the library and its computer service providers, including but not limited to, the ILS vendor, Murray City MIS, the Utah Education Network, the Utah State Library Division, Bibliographic Resources Council, OCLC, and Baker & Taylor.
- \*-- Selects, trains, schedules, and evaluates the duties and performance of selected staff including *Librarian* and *Senior Librarian* positions.
- Develops grant proposals and may serve as project manager for selected grants.
- Identifies, develops, and evaluates staff training for selected library services.
- Recommends equipment purchases, maintenance, and upgrades.
- \*-- Evaluates and recommends procedures and policies.
- Reviews materials selection and assists in collection development.
- Assists in the development of the library's annual operating budget.

- Participates, as a senior member, in the library's management team.
- Provides direct public service at the Information Desk, including reference and reader's advisory services.
- Attends workshops, continuing education programs, library conferences and other professional training opportunities.
- Acts as the Library Director in his or her absence.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science, and five (5) years of library experience, at least two (2) of which must have been beyond that of an entry level *Librarian*; or an equivalent combination of education and experience which provides the required knowledge and abilities.

### Special Requirements

- Public library experience is required, and supervisory experience is preferred.

### Necessary Knowledge, Skills and Abilities

- Substantial knowledge of the principles and practices of library science including reference techniques, collection development, readers advisement, cataloging and classification, and online services.
- Substantial knowledge of the provision of library services to specialized patron groups, such as children, student, adult independent learners, recreational readers, and unsophisticated or non-users.
- General knowledge of public service management theory and practice, including the preeminence of customer satisfaction, strategic planning using goals and objectives, staff development and supervision methods, time management, organizational skills, community relations, and publicity, promotion, and marketing techniques.

- Continuing knowledge of current trends and developments in the library field.
- Considerable knowledge of management principles and practices.
- Thorough knowledge of general and library computer, online, and network applications.
- Working knowledge of budgetary and accounting procedures.
- Exceptional human relations and communications skills.
- Ability to plan, organize, perform, and evaluate work assignments with initiative and judgement, independently or with minimal supervision.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public.

#### **TOOLS & EQUIPMENT USED**

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of a job.